STORE PROCEDURES FOR CIGARETTE RETURNS

STORE POLICY

- Each cigarette vendor will visit stores to sort, organize, and pack up all outdated cigarette's.

  A - Premium Brands packed in Premium cartons only.
  B - Savings Brands packed in Savings cartons only.
  C - Legends Brands packed in Legends cartons only.

- Minimum of five cartons are needed before stores may return cigarettes.

- Each carton must have an "Out-Of-Date; Do Not Sell" tag marked with the appropriate state abbreviation: DE, MD, NJ, or PA. (See sample A) Tags will be supplied by Cigarette Representatives.

- All cartons would then be itemized on our three part "Merchandise Return Form" and signed by both Store Supervisor and Cigarette Representative. (See sample B)

  A - One copy for store record.
  B - Two copies for Reclaim Center.

- Cartons then should be placed in a banana box. This banana box must have the orange/yellow "Out-Of-Date; Do Not Sell" tag along with the two pages of the three page "Merchandise Return Form" in a Packing-Slip-Envelope.

- Seal the box with clear packing tape. Store the sealed banana box in a secure area until you are ready to return it to the Reclaim Center . **This banana box must be placed on top of any other banana boxes being returned.**

- When the product reaches the Reclaim Center our personnel will make sure only cartons are being returned and verify that the number of cartons match the number on the signed form. **If any thing is not according to policy we will not process the return.**

RETAIL CREDIT

- On our initial pickup we will give each store 100% retail credit. This should clean-up the stores. Then we will return to our policy of 50% retail credit.

- This credit will show on your 595.

Cigarettes will be returned by state due to state taxes. Our Reclaim Center will send out a notice telling you when to return your cigarettes.

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Source: https://www.industrydocuments.ucsf.edu/docs/jzln0000